Thesis and Graduate Research Project Manual *

Instructions for the Preparation of Theses and Graduate Research Projects

Office of Graduate Studies
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Spring 2012

* This document was adapted, from the Texas A&M University-Kingsville Thesis Manual (2007), with the written permission of Dr. Mohamed Abdelrahman, Interim Associate Vice President for Research and Graduate Studies (see attachment).
Foreword

In general, the purpose of conducting original research or engaging in other scholarly activity is to generate new knowledge about and/or greater understanding of a phenomenon of interest to the Investigator. In some cases the knowledge that results has practical applications, in others it does not. However, the products of these activities help us attain a better understanding of our world.

Studies performed as part of a Graduate Student’s degree requirements have an added purpose; to provide students with a more comprehensive understanding (and appreciation of) the research process than they are likely to gain through coursework alone. That purpose is addressed through hands-on experience in the development and execution of a research project or other scholarly endeavor and interpretation of the findings of such activities.

The purpose of this Manual is to serve as a guide to University policies and processes regarding the preparation of their Graduate Research Project (GRP) and Thesis documents. Graduate Students should find this document particularly useful regarding the mechanics of preparing the written report of their research project.

Writing a GRP or Thesis is a complex task. No Manual is likely to hold the answers to every question that may arise. Students and Advisors should feel free to contact the Director of Graduate Studies about issues not addressed here. Thank you.

Dr. Gary Coulton
Director of Graduate Studies
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A. INTRODUCTION

The primary purpose of this manual is to provide certain uniform standards regarding style and format, but also to allow enough flexibility to satisfy the accepted practices of each academic discipline. Students are cautioned to avoid using another student's thesis as a model because what is acceptable in one discipline might not be acceptable in another.

After all corrections have been made to the thesis, and upon approval of the student’s Advisory Committee and the Director of Graduate Studies, the student may then proceed to prepare the requested number of copies.

B. CHOICE OF SUBJECT

Selecting an appropriate thesis topic is one of the most significant aspects of graduate work. The topic should be the result of thoughtful consultation and cooperation between the student, the Program Chairperson, and the entire Advisory Committee.

The finished thesis must reflect a comprehensive understanding of the pertinent literature and express in clear and readable language the method, results and significance of the student’s research. The length of the completed manuscript should be no greater than is necessary to present all pertinent information. This length will, of course, vary widely according to research topics, academic disciplines and the degree being sought.

The thesis should be presented as a single unit of scholarly and well-integrated narrative, properly supported and documented, reporting the original work done by the student under the supervision of the Advisory Committee.

C. PROPOSALS: PREPARATION AND SUBMISSION (This section is optional for Plan II and Plan III students).

The research proposal is a description of the research which the student intends to undertake in the completed thesis. The nature of the problem to be examined, the status of current research relating to the subject under consideration, the research method and the importance of the projected work should be carefully and succinctly narrated in the proposal.

The research proposal will be filed in the Graduate Office and in the department. Successful completion of the proposal may fulfill the requirements for Plan I program students taking their first 3 semester hours of Thesis 5306 and a grade is assigned.
In addition to the narrative, the student must include a review of the literature cited of those materials which may be used later in the completed thesis. "The REFERENCE section should include journal citations that support the proposed research. Electronic references must be properly cited. All guidelines of style and format which apply to the thesis apply to the proposal as well.

D. STYLE: SELECTION OF JOURNAL MODEL

The style and format of research projects and theses vary widely according to academic discipline, yet there are standards common to all scholarship. The style of the thesis should be the decision of the student's graduate advisor, with the concurrence of the student's graduate committee and in line with any guidelines of his or her department. The only exceptions in style and format are those imposed by the Office of Graduate Studies for: (1) all preliminary pages (Title Page, Approval Page, Abstract, Table of Contents, Table of Figures, Vita, etc.), and (2) margins and page numbering in the body of the text. The Office of Graduate Studies Guidelines supersede guidelines which may be found in other journals and/or manuals.

The journal used as a model for style and format must be noted at the bottom of page one of the proposal and of the thesis. This single-spaced statement should be separated from the text by a horizontal line at least ten spaces in length. This statement does not require a superscript number or symbol of any kind.

A style manual (such as A Manual for Writers of Term Papers, Thesis, and Dissertations or the APA Publication Manual) is not to be listed as a model for style and format. The only exception is for students in the department of English and Modern Languages, which may list the current MLA Handbook for Writers of Research Papers.

The completed thesis must conform as closely as possible to the general format and organization of a published article in a designated journal, with the exception of specific variations required by the Office of Graduate Studies as indicated in this manual. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed. Consistency of style and form should be the rule throughout the thesis.

Do not assume that a journal's "Instructions to Contributors" are to be followed exactly when writing a thesis. These instructions are for the convenience of the editors.
and printers of a journal and do not necessarily apply to the format of a thesis.

E. PUBLICATION OF THE STUDENT'S RESEARCH

Graduate students may publish materials intended for subsequent use as a part of the thesis provided that the Office of Graduate Studies is notified in writing of this intention by the student at the time the paper is submitted for publication. The complete title, the names of authors as they appear on the paper, and the name of the journal must be furnished.

F. COPYRIGHT PROTECTION OF SOURCE MATERIALS

Since a thesis is legally classified as a publication, care must be taken not to violate United States copyright laws. Inclusion of illustrative graphs, tables, charts, etc., from copyrighted sources is permitted only if a letter of release from the original copyright holder is included in a separate appendix of the thesis. In special cases where acknowledgement of source is sufficient, it should be clearly noted.

G. MANUSCRIPT PREPARATION

1. Corrections

The final draft of the GRP or thesis must not contain any visible corrections (e.g., crossing out of letters or words, use of white-out).

2. Reproduction of Manuscripts

Xerography, offset, and clear originals produced by a laser printer (or printer that produces equivalent quality output) are the only acceptable methods of reproducing copies of GRPs or theses. Only one method may be used to produce the final copies; mixing different types of reproduction is not acceptable.

3. Photographs

Photographs included in the manuscript must be securely and permanently fastened. The dry-mounting process is recommended for mounting photographs. Spray and rubber base cement or water soluble glues are not acceptable.

Commercial assistance may be required if photographs are used extensively. Various printing centers or photographic and visual aids laboratories can provide assistance and advice to students.
Photographs reproduced on special lightweight, flexible, 8 1/2" x 11" paper also may be included in the thesis. Quality reproduction of half-tones requires high quality, high contrast black-and-white originals. Regular xerographic copies of photographs are not acceptable because of the generally poor quality of reproduction. Color photographs are discouraged unless the color is essential to the research problem under investigation. All photographs must observe the standard set margins.

If photographs must be placed lengthwise or broadside, the top of the photograph should be at the left-hand, binding side of the page. The caption must be at either the top or the bottom of the illustration, not at the bottom of the page.

4. **Oversized Illustrative Materials**

Oversized materials include, for example, large maps or charts which cannot be reduced and yet must be folded to fit into a 6 1/2" x 9 1/2" envelope. All oversized materials must be identified in the text. The student's name and year of graduation (for further identification) must be displayed in such a way that the information can be read while the material is folded.

5. **Reductions**

Reduction of tables, charts, figures, etc., must be large enough to be easily legible. The minimum size for numbers and capital letters is 1.5 millimeters (0.06 inches).

6. **Facing Page Captions**

Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never for tables. This exception applies only when the caption cannot be printed directly on the page on which the figure appears, or when there is no room on the List of Figures page for a caption to be typed within the margins. These are the only instances in which printing is permitted on the back side of a page of a thesis.

If a facing page caption is necessary, the page must face in the normal manner. Only the page number appears on the front side of the page. The caption itself is printed on the back side of the page containing the page number. This caption must fall within the required margins.

The facing page and the List of Figures page are both consecutively numbered, with the page numbers in the standard position. On the List of Figures page, the number of the page on which the figure itself appears is the only number that is recorded.
7. **Tables and Figures**

Presentation of tables and figures referred to in the text should follow their first mention as soon as feasible. A short table or small figure may be placed on the text page itself, in which case the table or figure should be separated from the text by triple spacing at the top and bottom. A full-page table or figure should be placed on the page following the first reference to it. Subsequent references to a given table or figure should include the page number in parenthesis.

Each table or figure in the main body of the thesis must have a separate number and a title. These must be entered in the List of Tables page or the List of Figures page. The numbering, wording, and pagination of titles and headings must be the same size, style, and font as on the thesis. Tables and Figures are to be numbered consecutively throughout the thesis. A List of Figures page or a List of Tables page is not necessary if the thesis contains only one figure or table.

Titles should be concise but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the thesis.

If tables or figures must be placed lengthwise or broadside, the top of the table or figure should be at the left-hand, binding side of the page. The caption should be at either the top or the bottom of the table or figure, *not* at the bottom of the page.

Tables longer than one page in length should have the complete title and table number on the first page only. Subsequent pages of the same table should have the table number and the word "Continued," plus the necessary column headings for ease of reading and reference.

H. **FORMAT**

1. **Typeface Specifications**

   Theses and GRPs should be written in a conventional font (e.g., Arial, Verdana, Times New Roman). The type size must be 12 point. The font used must be approved by the Student’s Advisor.

2. **Printing and Copying**

   Output produced by any printer is acceptable if the type meets the usual type requirements. Photocopies of the original document are acceptable for final copies of the GRP or thesis, provided the copies are of high quality.
3. Right Justified Margins

Justified right-hand margins produced by a word processing program may be utilized in theses only with standard internal spacing (i.e. regular and consistent spacing between words in the text).

4. Paper Quality and Signatures

All copies of GRP or theses must be on high quality white paper (as approved by the Student’s Advisor). It is the duty of the student to secure original signatures of all committee members for each copy of the GRP or Thesis. All signatures must be in black ink.

5. Line Spacing

Line-spacing of the narrative text may be 1 1/2 spaces or double spaced. Mixing spacing is not acceptable.

Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular materials. Any quotations of four or fewer typed lines should use the same spacing as the narrative text.

6. Margins

All typing must be 1 1/2 inches on the left, 1 inch on the right, and a minimum of 1 inch on the top and bottom of each page, except for the page number, which is placed one-half inch from top of the page and even with right-hand margin. (See Section H. 8.) All illustrations and tables in the thesis must conform to the margin requirements in every way.

7. Pagination

Every page in the thesis except the Title page and the Approval page must be numbered. The Title page is considered to be page i and the Approval page is considered page ii, but no pagination numeral is shown on these two pages.

Preliminary pages: Lower case Roman numerals (iii, iv, v, vi, etc.) are used to number the preliminary pages. These pages are numbered at the bottom center of the page. The first numbered page is the Abstract page, which is numbered iii, and follows the unnumbered Approval page and Title page.

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text begins with
the numeral 1, and the numbering runs consecutively to the end of the thesis.

The VITA page carries the last page number in the thesis, with the page number shown at the bottom of the page, centered on the third line above the edge of the page.

8. Placement of Page Numbers

All page numbers [except those of the preliminary pages and the first page of each major section within the body of the manuscript] must be placed in the upper right-hand corner of the paper about one-half inch below the top edge of the paper and even with the right-hand margin. Pages that begin chapters and preliminary pages should be numbered at the bottom of the page, centered half an inch (1/2) above the edge of the page.

I. PARTS OF THE MANUSCRIPT

1. Title Page

The Title Page for the thesis must follow the style, spacing, and form of the example shown in APPENDIX A. Plan II and Plan III students will have the word "Thesis" replaced with "Graduate Research Project" (see APPENDIX B).

Checklist:

(a) The title is typed in capital letters, double spaced (if the title is more than one line in length), and centered within margins.

(b) There is no page number on the Title page (although it is considered to be page i).

(c) The full legal name of the student typed in capital letters, without initials and without designation of profession, military rank, or marriage is listed. The name on the thesis must be the same as that recorded in the official records of the Registrar of Texas A&M University-San Antonio. Any changes must be cleared by both the Registrar and the Dean of the Office of Graduate Studies, as well as the student's Advisory Committee.

(d) The appropriate month and year when the degree will be awarded must be shown at the bottom of the Title page.

2. Approval Page

Each copy of the GRP or thesis must have an Approval page with original
signatures of all members of the Advisory Committee, the department head (or his authorized representative), and the Director of Graduate Studies. The student should check with the Office of Graduate Studies if there is any question about authorized signatures. **Signatures must be in black ink** and no signature should appear one more than once on the Approval Page.

The number of signature spaces on the page is determined by the number of members on the student's advisory committee. The **name** of each member on the committee must be typed under each signature space. The **academic rank** of each member on the committee must be indicated in parentheses under each signature space. A faculty's highest degree may be found in the catalog.

**Checklist**

(a) The title of the project is typed in capital letters, double-spaced (if more than one line in length), and centered within the margin. The title on the Approval page must be exactly the same as the title on the title page.

(b) There is no page number on the Approval page (although it is considered to be page ii).

(c) The full legal name of the student, typed in capital letters, without initials and without designation of profession, military rank, or marriage is listed. The name on the thesis should be the same as that recorded in the official records of the Registrar of Texas A&M University-San Antonio. Any changes must be cleared by both the Registrar and the Dean of the Office of Graduate Studies, as well as the student's Advisory Committee.

(d) If the student has co-chairmen, the status of each is listed as "Co-Chairperson of Committee"; neither is designated as "Chairperson of Committee."

(e) If the Head of the student's major department serves also as a member or as Chairperson or Co-Chairperson of the student's Advisory Committee, he or she must sign only once in the signature space allotted under "Chairperson of Committee and Department Head."

(f) The appropriate month and year when the degree will be awarded must be shown at the bottom of the Approval page.
3. **Abstract**

The Abstract Page must follow the style, spacing, and form of the example. The Abstract, which is placed immediately after the Approval page, is the first numbered page, iii. The text of the Abstract must not exceed 150 words. The typical length of an abstract typed on a 60-space line is 16 lines.

**Checklist**

(a) Numbering of pages starts with the Abstract page (iii).

(b) The word ABSTRACT is centered at the top of the page within the margins and is typed in capital letters.

(c) The title of the thesis, or graduate research project is typed three spaces below the word ABSTRACT in upper and lower case letters and double-spaced (if more than one line in length). The title on the Abstract must be exactly the same as the title on the Title and Approval pages.

(d) The date of graduation (same date as shown on the Title page and the Approval page) must be shown on the Abstract page. **It is placed in parentheses (double spaced) below the title.**

(e) The student's full legal name, as listed on the Title and Approval pages and his previous degrees are listed one double line space beneath the date of graduation.

(f) The name of the Chairperson, or the names of the Co-Chairmen of the student's Advisory Committee, are listed one double space beneath the last line designating the student's previous degree(s).

Example:

Co-Chairmen of Advisory Committee: Dr. John Wilson, Dr. Harry Smith

(g) The text of the Abstract starts one triple line space beneath the heading with a paragraph indentation. The Abstract text is typed double line spaced and is consistent with the spacing style followed in the narrative text.

4. **Table of Contents**

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the thesis, or graduate research project.
Preliminary pages do not have to be listed in the Table of Contents; however, if they are listed, the listings must start with the Abstract (iii) and must include all preliminary pages. Inclusion of the Table of Contents page itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (when appropriate) within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation.

All supplementary pages (reference section, appendices if any, and Vita) must be listed in the Table of Contents.

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the thesis. All page numbers are right-hand justified in the Table of Contents.

K. DIVISIONS OF NARRATIVE TEXT

The narrative text may be divided into chapters or sections. The journal model or the conventional style of the student's academic discipline can help determine which system is most appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page.

Chapters are designated both by upper case Roman numerals used consecutively throughout the thesis and by a chapter title. The chapter designation (i.e., CHAPTER I) in capitals should be centered within the margins at the top of the page. The chapter title also is in all capitals and is centered and double-spaced below the chapter designation. All chapter titles of more than one line in length should be double-spaced. Section titles need not be numbered but are typed in capital letters. Section titles of more than one line in length should be double-spaced. Subdivisions within chapters or sections do not begin on a new page. Subdivision headings are typed in upper and lower case letters and may be either centered or flush left. A chapter may be represented by a "journal-style articles" or manuscript.

Space and economic considerations of journals used as models for theses often demand brevity in articles. The more expanded presentation of a thesis may require a more elaborate system for development and division than a journal employs.
L. REFERENCING AND APPENDICES

The methods of referencing follow that used by the model journal. If a journal employs a variety of styles of referencing, then one article from the journal must be selected and followed consistently. The literature cited section should include only those sources included directly in the text of the thesis.

If the student wishes to list general references consulted and used as background study, these may be listed in a separate subdivision of the References section. Background materials listed should follow the bibliographic style used in the journal mode.

Some departments encourage the use of an Appendix for such items as raw data, problems encountered and other information which should be in a thesis but which might not be appropriate for a journal article. Appendices may be added to the end of a thesis; format and style are left up to the program chair.

M. VITA PAGE

A brief biographical sketch of the student is required as a part of each manuscript. This biographical sketch is called a VITA which must not exceed one page in length. The title, VITA, is typed in capital letters and centered at the top of the page. The VITA page is the last numbered page in the thesis and must be included in the Table of Contents. The page is numbered at the bottom, center of the page, third line above the bottom edge of the page.

The biographical sketch should include the student's full legal name (as it appears on the title page and elsewhere), educational background (including schools attended, degrees, where completed, and major field of specialization), and the student's permanent mailing address. Where applicable, this page should list professional experience in industry, military service, business, and academic life.

The name of the typist (if applicable) of the thesis may be stated at the bottom of the VITA page. (Example: The typist for this thesis was Mrs. John Jones.)

N. MAKING CORRECTIONS ON COMPLETED MANUSCRIPTS

Corrections may not be made directly on the pages of the thesis (with liquid paper, etc.). Instead, the student should make the changes on the master copy of the thesis, reproduce the corrected pages, and substitute them for the pages that contain errors.

All necessary corrections should be made as promptly as possible so that the student does not encounter problems with the deadlines in the Office of
Graduate Studies. The date of graduation will be postponed if a student fails to make the necessary corrections on time.

M. USE OF A STYLE MANUAL

No one should assume that this manual contains answers all the questions pertaining to style and format which may arise during the preparation of a GRP or thesis. Many excellent published and commercial manuals and handbooks are available for this purpose. Which style manual is appropriate will be determined by the Student’s Advisor. Examples of commonly used style manuals are: Turabian’s, *A Manual for Writers of Term Papers, Theses, and Dissertations*; American Institute of Biological Sciences Style Manual; *The MLA Style Sheet*; *Style Manual for Biological Journals*; and *The Chicago Manual of Style*.

N. GENERAL CHECKLIST FOR FINAL DOCUMENTS

1. General neatness and readability.

2. Quality of reproduction.

3. Consistency of style and format throughout the document.

4. Title page, Approval page, Abstract page and Vita page, including:
   a. Style, spacing, and format.
   b. The month and year of graduation.
   c. Full legal name of the student, without initials and without designation of profession, military rank, or marriage. The name on the thesis should be the same as that recorded in the official records of Texas A&M University-San Antonio. Any exceptions must be cleared by both the Registrar and the Dean of the Office of Graduate Studies, as well as the Student’s Advisor and (if applicable) their Advisory Committee.
   d. Double-spacing of titles over one line in length.
   e. Original signatures (in black ink) of all members of the student's Advisory Committee and Head of Department on all copies of the Approval page.

5. Exact correspondence of titles and page numbers of items in the Table of Contents, List of Tables, and List of Figures with the same titles and page numbers in the text.

6. Style and spacing of appropriate sections within the thesis, including:
   a. Major divisions. Each major division (e.g.: Abstract,
Acknowledgments, Table of Contents, List of Tables, List of Figures, Symbols, References, Vita, etc.) is typed in capital letters and centered at the top of a new page. Each chapter or section heading or title is also a major division which is typed in capital letters and centered at the top of a new page. Page number appears at the bottom center of the page.

b. Subheadings. There must be consistent subordination of subheadings within each chapter or section. Subheadings are the further division within each chapter or section and do not start on new pages and are not typed in all capital letters. The standard placement of subheadings is either flush left or centered.

c. Table of Contents. Major division and principal (or first-order) subheadings must be listed on the Table of Contents page. The page number for the Table of Contents is centered at the bottom of the page.

7. Journal used as a pattern or model for style and format listed as a footnote at the bottom of page 1.

8. Style and placement of figures and tables within the manuscript (following as closely as is practical the format of the journal cited).

9. Consecutive numbering of tables and figures throughout the manuscript.

10. Reference system (following as closely as is practical the system of the journal cited).

11. Compliance with margin requirements.

12. No liquid paper or visible corrections on copies submitted.

13. Numbering of every page in the manuscript starting with Abstract page (iii) and ending with the Vita page.

14. Every GRP or thesis must have a major section or chapter entitled "Introduction" and a major section or chapter entitled either "Conclusion" or "Summary."

15. Proofread for correct spelling.

O. THE USE OF HUMAN SUBJECTS IN RESEARCH

It is the concern of Texas A&M University-San Antonio that no research sponsored by, supported by, or conducted by University faculty or students exposes persons who participate as subjects to unreasonable risks to health,
Students' research projects which involve human subjects must be conducted in compliance with the University policy for protection of human subjects. Students planning such projects must consult their Advisors about University regulations before they begin any research activities which involve human subjects. Further information about these regulations is available from the Office of Graduate Studies.

P. THE USE OF ANIMAL SUBJECTS IN RESEARCH

Texas A&M University-San Antonio takes responsibility for humane care and treatment of animals used in research projects. The university is committed to comply with the Principles for Use of Animals, the Guide for the Care and Use of Laboratory Animals, the provisions of the Animal Welfare Acts, and other applicable laws and regulations.

In planning research projects which involve animal subjects, students should consult the appropriate published guides for the care and use of laboratory or experimental animals. Such information may be requested from the Office of Graduate Studies.

Q. SUBMISSION OF GRP AND THESIS PACKAGES

1. GRPs and Thesis Packages are submitted to the Office of Graduate Studies

2. GRP or Thesis Packages will not be accepted until

   (a) The Director of Graduate Studies has received written notice that the student has successfully completed their comprehensive examination

   (b) All other parties (other than the Director of Graduate Studies) have signed all copies of the document

3. Submission of GRPs and Theses

   (a) The final GRP and Thesis “Packages” are delivered to the Office of Graduate Studies on or before the published deadline. Two Packages are required. One is the University’s copy, the other will be returned to the student.

      i. Each Package must be submitted in a clasp envelope

      ii. Each envelope must be clearly labeled with

         • The Student’s full name
• Anticipated semester of graduation
• Degree sought
• Advisor’s name
• Student’s contact information (e.g., phone, e-mail)

iii. Each envelope must include a clean copy of the GRP or Thesis signed by all parties except the Director of Graduate Studies (who will sign it after determining that the Packages are complete, and that the contents meet or exceed standards)

(b) The University’s GRP or Thesis Package-

i. Must include a copy of the entire document on CD-ROM

ii. The CD must be clearly labeled with
   • The Student’s name
   • Semester of anticipated graduation
   • Advisor’s name

(c) The University’s Package must include

i. The first three pages of the “Turn-it-in” Report on the GRP or Thesis
ii. A memo from the Student’s Advisor
   • Stating the Turn-it-in Similarity Score for the GRP or Thesis
   • Interpreting the Turn-it-in Similarity Score (the memo format is available from the Office of Graduate Studies)

4. Disposition of the GRP and Thesis Packages

(a) The University’s Package becomes the property of the University and is archived in the University Library.

(b) The other GRP or Thesis Package is returned to the Student

T. PUBLICATION OR PRESENTATION OF RESULTS

Primary authorship of manuscripts derived from a GRP or thesis must be agreed upon in writing by the Student and Advisor prior to submission for publication or presentation at a professional meeting. The Research Advisor bears primary responsibility for the written agreement. All such agreements must be filed with the Office of Graduate Studies before manuscripts are submitted.
APPENDIX A

Sample Title Page for Theses
WHEN AN ANDROID DOESN’T KNOW HE’S AN ANDROID:

HOW CAN “IT” NOT KNOW WHAT “IT” IS?

A Thesis

by

JAMES F. SEBASTION

Submitted to the College of Graduate Studies
Texas A & M University-San Antonio
in partial fulfillment of the requirements for the degree of

MASTER OF ARTS

May 2012

Major Subject: English Literature
APPENDIX B

Sample Title Page for Graduate Research Projects
THE DEVELOPMENT AND IMPROVEMENT OF INSTRUCTION
FOR GRADUATE STUDENTS

A Graduate Research Project
by
JOHN PHILIP SMITHERS

Submitted to the Office of Graduate Studies
Texas A&M University-San Antonio
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

Month Year

Major Subject: Educational Administration
APPENDIX C

Sample Thesis Approval Page
WHEN AN ANDROID DOESN’T KNOW HE’S AN ANDROID:
HOW CAN “IT” NOT KNOW WHAT “IT” IS?

A Thesis
by
JAMES F. SEBASTION

Approved as to style and content by:

___________________________           __________________________
Hampton Francher, Ph.D.                  David W. Peoples, Ph.D.
(Chair of Committee)   (Committee Member)

_________________________
M. Emmett Walsh, Ph.D.
(Committee Member)

_________________________
Eldon Tyrell, Ph.D.
(Department Chair)

___________________________
Philip K. Dick, Ph.D.
(Director of Graduate Studies)

Month Year

[Of commencement]
APPENDIX D

Sample Graduate Research Project Approval Page
FACE TOUCHING DURING IN-VIVO VERSUS VIDEO CONVERSATIONS BY
SAME AND OPPOSITE SEX DYADS

A Graduate Research Project

By

JOANNA V. CASKEY

Approved as to style and content by:

__________________________  ____________________________
Robert R. West, Ph.D.        Adrienne Shelly, Ph.D.
(Research Project Supervisor)  (Department Chair)

__________________________
J. T. Walsh, Ph.D.
(Director of Graduate Studies)

Month Year

{ Of commencement

23
APPENDIX E

Sample Abstract Format
ABSTRACT

Title in double spaced
A Study of the Philosophy of Research from the Nineteenth Century to the Present Time

Month and year of commencement within parenthesis
Donald Jay Lee, B.A., Pontiac College
Chairperson of Advisory Committee: Dr. Jack M. Guy

The text of the Abstract starts on this line with a paragraph indentation. The body is typed doubled spaced, and is consistent with the spacing style followed in the narrative text. The text of the Abstract must not exceed 150 (GRP and thesis). This is the first page to have a lower-case Roman numeral (iii) centered at the bottom of the page.

(Under name include only degrees already held, not the one that will be awarded)
APPENDIX F

Sample Formats, Table of Contents
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(Note: Right-hand justify the page numbers. It is not required to have main headings preceded by the word "CHAPTER").
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APPENDIX G

Sample Thesis Oral Presentation Announcement
To: Names (Thesis Committee Members)  
and Department Faculty

From: Name (Chair of Committee)

Date:

Re: Thesis Presentation by (Student's Name)

(Student's name) will present and defend his/her thesis on (day, date, time, and where).

The title of his/her thesis is "______________________________." 
You are cordially invited to attend his/her presentation.

cc: Provost  
    School Head  
    Director of Graduate Studies  
    Department Chair
APPENDIX H

Plagiarism
Plagiarism

Plagiarism is defined as "a piece of writing that has been copied from someone else and is presented as being your own work." [1] Three simple conventions have been developed to identify when a writer must provide a reference. [2]

1. If you use someone else's ideas, you should cite the source.
2. If the way in which you are using the source is unclear, make it clear.
3. If you received specific help from someone in writing the paper, acknowledge it.

Types of Plagiarism

- **Complete Plagiarism**: This is the most obvious case: a student submits, as his or her own work, an essay that has been written by someone else.
- **Near-complete Plagiarism**: A student may also lift portions of another text and use them in his or her own work.
- **Patchwork Plagiarism**: In many cases, a student will lift ideas, phrases, sentences, and paragraphs from a variety of sources and "stitch" them together into an essay.
- **Lazy Plagiarism**: Inadvertent use of another's language, usually when the student fails to distinguish between direct quotes and general observations when taking notes.
- **Self-Plagiarism**: The use of an essay written for one course to satisfy the requirements of another course is plagiarism. Students should not use, adapt, or update an essay written for another purpose [3].

AVOIDING PLAGIARISM

To avoid plagiarism, all students must document sources properly using Footnotes, Endnotes, or Parenthetical References, and must write a Bibliography, References, or Works Cited page and place it at the end of the research paper to list the sources used. [4].
References

1) www.dictionary.com
2) www.georgetown.edu/honor/plagiarism.html
3) www.zoology.ubc.ca/bpg/plagiarism.htm
4) www.arssearchguide.com/6plagiar.html